

Federal Personnel Manual System

FPM Letter 451-9

SUBJECT: On-the-Spot Awards

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RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415

June 24, 1991

Heads of Departments and Independent Establishments:

1. Introduction

a. A number of Federal agencies, including the U.S. Office of Personnel Management (OPM), have established recently a new type of incentive award designed to provide immediate feedback and a special "thanks" to employees who make an extra effort to perform their duties in an exemplary manner. These awards are commonly being referred to as "On-the-Spot" awards and feature speedy recognition of, and rewards to, deserving employees.

b. The initial reaction to these new awards has been very positive among both Federal managers and employees. OPM urges agencies to consider establishing On-the-Spot awards and other innovative employee recognition programs as a means of improving workforce motivation and effectiveness.

2. Policy Guidance. This Letter provides guidance and related information to agencies on establishing "On-the-Spot" awards programs.

a. Nature and Appropriate Use of Award. On-the-Spot awards are "Special Act or Service" awards (under 5 CFR Part 451) designed to recognize quickly one-time and short-term efforts by employees that result in service of an exceptionally high quality or quantity. These awards may provide either monetary or non-monetary recognition of employees.

(1) Use of On-the-Spot awards is particularly appropriate for rewarding employee efforts that might go unrecognized. Examples include situations where employees: produce exceptionally high quality work under tight deadlines; perform added or emergency assignments in addition to their regular duties; demonstrate exceptional courtesy or responsiveness in dealing with clients or colleagues; or exercise extraordinary initiative or creativity in addressing a critical need or difficult problem. In other words, these awards are appropriate for employees who "go the extra mile" or who perform "above and beyond the call of duty."

(2) Agencies are cautioned not to use On-the-Spot awards when monetary awards of a greater value are merited.

b. Timing and Presentation of Award. On-the-Spot awards are designed to provide immediate recognition for a job well-done. To achieve this objective, OPM recommends that paperwork and documentation be held to a minimum so that awards may be presented to employees in close proximity to the special acts or services being recognized. Presentation of On-the-Spot awards may take place in any manner determined to be appropriate. To underscore the importance of the achievement being recognized, some agencies present certificates to employees as part of the granting of On-the-Spot awards.

Inquiries: Incentive Awards Division, Personnel Systems and Oversight Group
(202) 606-2828, FTS 266-2828

Code: 451, Incentive Awards

Distribution: Basic FPM

c. Eligibility for Award. All employees covered under 5 CFR Part 451 are eligible to receive On-the-Spot awards. Some agencies that have these programs in place exclude certain categories of employees (e.g., supervisory employees and SES employees). Also, some agencies limit the number of On-the-Spot awards (e.g., three or four) an employee may receive within a given year.

d. Amount of Cash Award. With respect to programs currently underway in the Federal sector, most cash On-the-Spot awards range from \$25 to \$250, commensurate with the nature of the service or act being recognized. Other Special Act or Service awards of higher monetary value are available when the nature of the employee's contribution exceeds that covered by On-the-Spot awards. (See FPM Chapter 451 for further information on Special Act and Service Awards.)

e. Relationship to Other Awards. On-the-Spot awards are not intended to replace existing incentive and performance awards, and employees who receive these awards may be considered for other types of awards.

f. Nomination, Approval and Documentation of Award. As with other Special Act or Service awards, Governmentwide regulations at 5 CFR Part 451 require, at a minimum, that a supervisory or managerial official initiate the nomination of an employee for an On-the-Spot award and that the nomination be concurred-in at a higher management level. OPM suggests that agencies consider allowing non-supervisory employees, clients, or customers to recommend (to the appropriate supervisory or managerial official) that an employee be granted an On-the-Spot award. Justification for On-the-Spot awards must be furnished with the nomination. To aid in timely processing, justifications should be brief (normally limited to one paragraph or less). (Attachment 1 contains OPM's Spot Cash Awards Program that includes a sample nomination/approval form and operating instructions.)

As with other Special Act or Service awards, copies of the approved documentation must be forwarded to the servicing personnel office for preparation of an SF 50, Notification of Personnel Action, to be placed in the employee's Official Personnel Folder. The nature of action for these awards is 877/Special Act or Service Award. V3F/5 U.S.C. 4503-OTS is the legal authority for employees not covered by PMRS; V7L/5 U.S.C. 5407(a)-OTS is the authority to be shown on the SF 50 for PMRS employees.

g. Funding. Appropriated funds may be used for the payment of On-the-Spot awards in the same manner as for other incentive awards. Imprest funds are being used by some agencies to expedite the payment of cash awards to recipients. In other cases, third party drafts or Treasury checks are used.

h. Use of Imprest Funds. The Treasury Department has approved disbursement of cash from imprest funds for On-the-Spot awards. However, Treasury stipulates that if this cash option is utilized, the following conditions must be met: (1) the appropriate obligating documentation (e.g., approval form or award "chit") must be furnished to the imprest fund cashier in order to justify a disbursement, (2) any payment from an imprest fund for such an award must be reflected in the payroll system for tax withholding purposes, (3) dollar amounts may not exceed \$500.00 per award on a routine basis, and (4) imprest fund authority for On-the-Spot cash awards does not pertain to other categories of awards, such as year-end performance appraisal recognition.

i. Withholding. The Internal Revenue Service has informed OPM that Federal tax and other amounts must be withheld from On-the-Spot cash awards in the same manner as for other Special Act or Service cash awards. Agencies

may choose to award employees in net amounts, such as \$25 or \$50. However, in all cases, agencies must withhold an appropriate amount of Federal tax, FICA and Medicare, based on an employee's withholding status.

3. Further Information and Technical Assistance. OPM's Incentive Awards Division maintains a clearinghouse of materials related to On-the-Spot awards programs and is available to provide further information and technical assistance to agencies. Contact the Incentive Awards Division for sample agency policy guidelines, nomination forms, and certificates. In addition, agencies are encouraged to share information with each other and OPM so that the benefits of these programs will become more widely known and applied. (Attachment 2 contains a listing of On-the-Spot awards programs, including agency contact persons, as compiled from OPM's recent agency survey.)

4. Conclusion. The use of On-the-Spot awards can strengthen the Government's commitment to quality service by recognizing, in a timely and cost-effective manner, deserving employees. I encourage agencies to consider establishing these programs.


Constance Berry Newman
Director

Attachments

Office of Personnel Management

OPM EL No. A-744

Employee Letter

Washington, D.C. 20415

July 10, 1990

SUBJECT: THE SPOT CASH AWARD PROGRAM

It is my pleasure to announce a new program to recognize and reward OPM employees who perform their duties in an exceptional manner. Effective July 9, 1990, supervisors and managers may take advantage of the Spot Cash Award Program, which allows them to provide a speedy, \$25.00 award to employees who perform quality service in an exceptional manner. The program does not replace any existing incentive award, and employees who receive a Spot Cash Award can be considered for other awards.

ELIGIBILITY

All OPM employees, with the exception of SES and GM employees, are eligible. An employee may receive no more than four Spot Cash Awards in one calendar year.

CRITERIA

The award is intended to recognize exceptional courtesy and responsiveness that result in quality service. Quite simply, we want to recognize those employees who "go the extra mile" in providing service to clients or colleagues. For example, an employee who volunteers for extra or emergency assignments while maintaining his or her own workload, or an employee who is willing to use initiative and creativity to solve an unusual customer problem might be recipients of this award.

PROCEDURES

Nomination

A supervisor may nominate any deserving employee by completing OPM Form 1579 (copy attached) available through program offices in Central Office, and through personnel offices in the regions. This form contains all necessary accounting and authorization data, space to provide a brief justification for the award, and the congratulatory certificate for the employee. Managers outside the employee's chain of command may also nominate an employee through the immediate supervisor. If the award is approved, the nominating organization will bear the cost. Employees should be nominated no more than 2 weeks after the occurrence of the achievement being recognized, whenever possible.

Approval

The supervisor must forward the completed OPM Form 1579 to a higher level official for approval. The approving official will sign the form, attesting compliance with applicable laws, regulations and OPM policy, and forward a copy to the designated award coordinator for the organization, who maintains program records and controls, and ensures that the servicing personnel office gets record copies for the Official Personnel Folder (OPF) and incentive awards files. **ADVANCE APPROVAL BY THE PERSONNEL OFFICE IS NOT REQUIRED.** The approving official returns the original and remaining copies of the award form to the recommending supervisor for presentation to the employee.

DISTRIBUTION: A - All employees

Presentation

The award is presented to the employee in one of two ways. The supervisor may present the award documents to the employee, who then presents them, along with identification, to the imprest fund and signs for receipt of the \$25 award. Alternatively, the group, office or region may make an advance, written designation of officials who will be authorized to present the award documents and sign for the cash. This will allow direct presentation of the cash award to the employee.

Award Amount

The \$25 award is net for W-2 purposes. When the employee's pay records are updated to reflect the award, withholding for deductions will be added, based on the employee's current withholding status, to arrive at the gross amount. The employee will receive a statement showing this total amount.

More information about the Spot Cash Awards Program is available in Appendix H to Chapter 451 in the OPM Personnel Manual, and in an Operations Letter now being distributed that addresses financial controls and procedures for the program. Central Office employees may refer additional questions to Linda Moody in the Employee and Labor Relations Branch, 606-2154, or Wyman Lewis in the Financial Management Division, 606-2622. Regional employees may direct their questions to the regional personnel officer.

I believe this program can help us underscore our commitment to quality service by allowing swift recognition of those who provide it. I hope supervisors and managers throughout the agency will join me in supporting this award and its objectives.



Constance Berry Newman
Director

Attachment

APPENDIX H

SPOT CASH AWARDS PROGRAM PROCESSING PROCEDURES AND POLICIES

OBJECTIVE

To enhance employee morale and to encourage high quality service. The Spot Cash Award was designed to recognize, through an immediate cash award system, employees who perform quality service in an exceptional manner. This program is not intended to replace any part of the Incentive Awards Program and the receipt of a Spot Cash Award does not preclude an employee from also being considered for any other award.

ELIGIBILITY

Employees of the Office of Personnel Management, excluding GM and SES employees. Employees should be nominated no more than two weeks after the occurrence of the achievement being recognized, whenever possible. An employee may receive no more than four Spot Cash Awards in one calendar year. The program is currently available only in locations which have an imprest fund.

CRITERIA

The award is intended to recognize personal accomplishments that result in quality service to colleagues or clients, either within or outside the employee's organization. For example, an employee who volunteers for extra or emergency assignments while maintaining his or her own workload, or an employee who is willing to use initiative and creativity to solve an unusual customer problem might be recipients of this award.

DEFINITIONS

1. Spot Cash Award - monetary award granted an employee for an act or acts performed by an employee above and beyond the call of duty or an act or acts demonstrating special significance for providing high quality service.
2. Award Amount - set at \$25. This amount is net for W-2 purposes. Withholding for deductions will be based on the employee's current withholding status, and all deductions will be added to the award to arrive at the gross amount (Exhibit 1).

3. OPM Form 1579 - the form used to document/grant the award and which the employee presents to the imprest fund to receive the award. The form consists of a top and bottom part containing all the necessary authorizations and accounting data to update both the employee's pay record and the accounting records. The form contains a sequentially assigned control number. (Form 1579 and instructions are in (Exhibit 2).

4. Award Coordinator - an individual designated the responsibility of monitoring and controlling the Spot Cash Awards Program within an organization or region. This individual may not be an approving official.

5. Cost Code - also referred to as management code. This is the 10 digit accounting code that designates the office to be charged for the award.

6. Control Number - unique preassigned number affixed to the award document for control purposes. Number consists of 8 positions as follows:

- Position 1 = constant "K"
- Positions 2-8 = preassigned sequential number

PROCEDURES

1. Determine Eligibility

A supervisor may nominate any deserving employee who personally performs high quality service to colleagues or clients either within or outside the employee's organizational unit. Managers outside the employee's chain of command or organization may also nominate an employee for an award through the employee's supervisor. If the award is approved, the nominating organization will bear the cost. Employees should be nominated no more than 2 weeks after the occurrence of the achievement being recognized whenever possible.

2. Nomination of an Award Recipient

The supervisor completes OPM Form 1579, and forwards the form to a higher level official for approval. A statement supporting the award must be placed in the space provided on the form.

3. Approval of the Nomination of an Award Recipient

After approval, the approving official forwards the gold copy of OPM Form 1579 to the designated award coordinator within each organization or region, who will then reproduce and forward two copies to the Employee and Labor Relations Branch in the Central Office or the personnel office in the regions. The approving official returns the original and remaining copies to the recommending supervisor for presentation.

Normal processing of awards requires the concurrence of the servicing personnel office for compliance with applicable laws, regulations, and OPM policies. This requirement for concurrence by the personnel office has been waived for Spot Cash Awards, and the Approving Official will be the official attesting the compliance with applicable laws, regulations and OPM policies.

4. Presentation of the Award

The supervisor will present the award documents to the employee (white original, yellow and pink copies of OPM Form 1579).

5. Disbursement by the Imprest Fund

The employee presents the award documents to the imprest fund along with his/her Government identification card, endorses the "Received By" block of OPM Form 1579 and claims the \$25.

6. Alternative Disbursement Procedures

Some groups, offices, and regions may decide that the program would be more effective if the award recipient receives cash directly from the presenting official. If this is the case, several individuals may be designated in advance to present the award documents to the imprest fund for receipt of the \$25 for subsequent presentation to the recipient. Organizations that decide on this method must name the designated officials in writing to the applicable imprest fund cashier(s) before they can make an award under these procedures. As with award recipients, these individuals will be required to present their Government identification card prior to receiving award money. For internal control purposes, these individuals should not be designated as award coordinators.

Under these alternative procedures, the imprest fund cashier will have the designated individuals sign for receipt of the money. The amount of the award will be added to each award recipient's yearly wages based upon the designated official's signature.

RESPONSIBILITIES

1. Associate Directors, Heads of Offices and Regional Directors

Associate Directors, Heads of Offices and Regional Directors are responsible for designating an award coordinator and establishing the necessary controls to ensure that supervisors and employees comply with the regulations and provisions under which the Spot Cash Awards Program operates.

451-H-4

2. Award Coordinator

The organizational or regional award coordinator is responsible for verifying that certain actions pertaining to the program are being accomplished. This is facilitated by recording certain information in a control log (Exhibit 3) based upon receipt of a copy of the award document. This log, in coordination with information provided by the Payroll Office, will be used to verify that only properly approved awards are presented for payment and that the employee's pay records have been updated to reflect the receipt of the award. If the award coordinator discovers that awards have been presented for which there has been no approval, the coordinator should contact the Chief, Operations Branch, Financial Management Division. Because award documents are redeemable for cash value, the award coordinators must maintain accountability at all times for all copies of OPM Form 1579 issued to their organizations, including used, unused and voided forms.

For ease of administration, assistant award coordinators below the organizational/regional level may be established. However, the Payroll Office will only interact with the award coordinator designated by each Associate Director, Head of Office or Regional Director, and that individual is accountable for reporting and forms control.

3. Imprest Fund Cashier

The imprest fund cashier is responsible for disbursing the cash to an employee upon presentation of a properly executed award document. The cashier will record certain information on the award document (e.g., date paid, subvoucher number, cashier name and phone number), stamp "paid" on the white, yellow, and pink copies, and separate the bottom portion of the original (white) copy for presentation to the employee along with the cash award.

On the first Monday of a pay period, the cashier will forward to the Chief, Operations Branch, Financial Management Division, the yellow copy of all awards processed in the previous pay period. The top portion of the white copy of Form 1579 is submitted in the normal course of business with the request for reimbursement of funds. The pink copy is retained for the cashier's records.

4. Payroll Office

The Payroll Office, upon receipt of the Form 1579, is responsible for making the appropriate withholdings, updating the employee's pay record, and preparing an Earnings and Leave Statement. On a biweekly basis, the Payroll Section will submit a listing of Spot Cash Awards processed to each award coordinator by cost center in control number sequence.

5. Accounting Offices

Accounting Offices will be responsible for monitoring the Open Document Listing, A590, to ensure that the accrual to record the award and the offsetting accrual reductions for the applicable withholdings and imprest fund replenishment are made. Accounting Offices will prepare entries to record the disbursement of cash from the imprest fund in the usual manner. Detailed operating instructions relating to the accounting treatment of Spot Cash Awards will be issued under a separate Operations Letter.

6. Personnel Office

The servicing personnel office will provide guidance about Incentive Awards Program policy and will document the award in incentive awards files and in the Official Personnel Folder (OPF).

EXHIBIT 1.

SPOT CASH AWARDS PROGRAM
NET-TO-GROSS COMPUTATION

<u>COVERAGE</u>	<u>R/F CODE</u> <u>SF-50</u>	<u>EMPLOYEE</u> <u>SUBJECT TO</u> <u>FEDERAL</u> <u>WITHHOLDING</u>	<u>NET</u>	<u>FEDERAL</u> <u>WITHHOLDING</u>	<u>FICA</u>	<u>MEDICARE</u>	<u>GROSS</u>
CSRS & MEDICARE	1	YES	\$25.00	\$6.37		\$.46	\$31.83
		NO	25.00			.37	25.37
SOCIAL SECURITY TAX (FICA)	2	YES	25.00	6.90	\$2.59		34.49
		NO	25.00		2.03		27.03
CSRS (PARTIAL) & FICA	0	YES	25.00	6.90	2.59		34.49
		NO	25.00		2.03		27.03
CSRS (FULL) & FICA	R	YES	25.00	6.90	2.59		34.49
		NO	25.00		2.03		27.03
FERS & FICA	K	YES	25.00	6.90	2.59		34.49
		NO	25.00		2.03		27.03

SPOT CASH AWARDS PROGRAM

Name of Awardee (Last, First, Middle Initial)		Employee Number	Date (Month, Day, Year)
Cost Code	Object Class	Geographical Code	Control Number
Awarded By (Name and Title)			Date (Month, Day, Year)
Approved By (Name and Title)			Date (Month, Day, Year)
Received By (Awardee)			Date (Month, Day, Year)

REASON FOR AWARD

<input type="checkbox"/> Quality of Service	<input type="checkbox"/> Timeliness of Service	<input type="checkbox"/> Beyond Job Assignment	<input type="checkbox"/> Courtesy
Summary Statement Explaining Basis for Award			

PAYROLL OFFICE INFORMATION

Gross Amount	Federal Tax Withheld	FICA Withheld	Medicare Withheld	Net Amount
\$	\$	\$	\$	\$ 25.00

IMPREST FUND INFORMATION

Take this award authorization to the imprest fund cashier to receive your award. The amount of this award is considered as net for W-2 purposes. Withholdings for Federal and FICA/Medicare taxes are computed by the payroll office, and added to this amount to arrive at the gross amount of the award which will be included in your annual wages.

Cashier's Name	Telephone Number (FTS)	Sub Voucher Number	Date Paid By Imprest
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White - Employee/Accounting Yellow - Payroll Pink - Imprest Fund Gold - Award Coordinator CASHIER - Detach Certificate at the Perforation


\$25	SPOT CASH AWARDS PROGRAM		\$25
U.S. OFFICE OF PERSONNEL MANAGEMENT			
			
(Name)			
CONGRATULATIONS! You are being recognized for performance warranting special attention. I personally thank you for your effort. Keep up the good work.			
\$25	(Control Number)	(Signature of Approving Official)	\$25

EXHIBIT 2. Continued

SPOT CASH AWARDS PROGRAM

General Instructions For Completing OPM Form 1579

Supervisors complete OPM Form 1579 when nominating an employee for a Spot Cash Award. The form consists of a top and bottom part which contains all the necessary authorizations and accounting data to update both the employee's pay record and the agency's accounting records. The imprest fund cashier will not process the award unless all required information has been entered. Information placed on this form must be typed.

SPECIFIC INSTRUCTIONS FOR COMPLETING BY BLOCK TITLE

Nominating and Processing Part

Name of Awardee - enter the name of the employee being nominated. Enter the last name followed by the first name and middle initial.

Employee Number - enter the recipient's six digit Employee Number. It is critical that this item be entered correctly in order to accurately update the employee's payroll record.

Date - enter the date of award nomination.

Cost Code - enter the management account code to be charged.

Geographic Code - enter the geographic code designating the city, county and state in which the employee is assigned. A listing of geographic codes has been provided as part of this Attachment. If the employee's duty station does not appear on this list, use the geographic code for the employing office.

Control Number - this is preprinted on the form. The number should consist of seven positions prefixed by the letter "K".

Awarded By - typed name and title of the person nominating the recipient for the award along with an original signature and date.

Approved By - typed name and title of the person approving the award along with an original signature and date.

REASON FOR AWARD - mark the appropriate box and provide a brief summary statement explaining the basis for the award.

Award Certificate

(Name) - place the recipient's name, i.e., first, middle, last.

EXHIBIT 2. Continued

(Control Number) - this is preprinted and should agree with the control number printed on the Nominating and Processing Part.

Other Requirements

- The Awarding and Approving Officials must sign and date the form in the applicable boxes. The Approving Official must also sign the Award Certificate.
- Double check all information. The Imprest Cashier will not process the award unless all required data has been provided.
- Once approved, forward the Gold Copies to the designated Award Coordinator.
- Present the employee with the original (White) and remaining copies of the award.
- OPM Form 1579 is a disbursing document. As such, copies of this form should be safeguarded against loss or theft, preferably under lock and key.

EXHIBIT 3. Continued

SPOT CASH AWARDS PROGRAM

General Instructions For Completing
Spot Cash Award Control Log

The Spot Cash Award Coordinator for each organization must verify that certain actions pertaining to the program are being accomplished. Among these are:

- the award was delivered to and processed by the imprest fund cashier only once,
- the employee's payroll record has been updated to reflect the appropriate withholdings and additional salary, and
- awards processed and charged to the award coordinator's organization are valid.

In order to effectively manage this procedure, some type of record must be maintained by the award coordinator. A log/spreadsheet, similar to the one in this attachment, is suggested.

Items 1 thru 7 will be completed at the time the award is approved and issued. Using a special code which identifies spot cash awards, a payroll report will be produced listing the awards that payroll has received from the imprest fund and processed. This report will be in control number order within cost center, and contains items 1, 3, 4, and 5 for identification purposes. Upon receipt of the report, the award coordinator will post the amount of the award (item 8) and indicate in which pay period the employee's payroll record was updated (item 9).

The award coordinator should contact the payroll office if:

- a particular award appears on a report more than once, or
- an award remains outstanding for more than 6 weeks, or
- an award appears on the report which does not appear on the control log.

EXHIBIT 3. Continued

REGISTER OF SPOT CASH AWARDS PROCESSED 12/21/88

COST CENTER 0601

<u>CONTROL</u> #	<u>CHECK</u> #	<u>DATE</u> <u>PAID</u>	<u>EMPLOYEE</u> <u>NUMBER</u>	<u>MGMT</u> <u>CODE</u>	<u>GROSS</u> <u>AMOUNT</u>	<u>FEDERAL</u> <u>TAXES</u>	<u>FICA</u>	<u>MEDICARE</u>	<u>EMPLOYEE</u> <u>NAME</u>	<u>NET</u> <u>AMOUNT</u>
0000001	00000	121388	211171	11510601	31.83	6.37	.00	.46	Employee A	25.00
0000002	00000	121588	212091	11510601	31.83	6.37	.00	.46	Employee B	25.00
0000003	00000	121688	213083	11510601	34.49	6.90	2.59	.00	Employee C	25.00
0000004	00000	121888	214811	11510601	31.83	6.37	.00	.46	Employee D	25.00

SUMMARY OF FEDERAL AGENCIES' ON-THE-SPOT AWARDS PROGRAMS

Agency/Department	Description	Further Information
General Services Administration (GSA)	Fast Track Awards - To recognize employees who take the extra step in their work. Awards of \$50 to \$250 are granted (in \$50 increments).	Regina Jackson (202) 501-4686
Commodity Futures Trading Commission (CFTC)	STAR - (Special Thanks for Achievement Reward) - To reward employees for small but special achievements of short duration. The award amount is \$150.	Daryl Stephens (202) 254-3275
Defense Contract Audit Agency (DCAA)	On-the-spot (OTS) Cash Awards - To recognize special, one-time accomplishments where exceptionally prompt recognition is desirable. The award is \$100.	Barbara Coughlan (703) 274-5798
Office of Personnel Management (OPM)	Spot Cash Awards Program - To recognize and reward employees who perform their duties in an exceptional manner. The award is \$25.	Suzanne Marino (202) 606-2154
Defense Logistics Agency (DLA)	On-the-spot Cash Award - To recognize exceptional day-to-day worksite accomplishments with cash awards between \$25 and \$250.	Grace Sams (703) 274-6428

National Science Foundation (NSF)	Commendable Service Award - To recognize superior work performance of a short-term nature on a difficult assignment or under limited time constraints. The awards range from \$25 to \$250 (in \$25 increments).	Paul Bealafeld (202) 357-9860
Department of Defense (DOD) (Inspector General)	On-the-Spot Cash Award - To recognize the day-to-day accomplishments of employees with awards between \$25 and \$250.	Linda Resnick (703) 693-0257
Department of Defense (DOD) (Office of the Secretary of Defense)	Supervisor's Cash Award - To recognize day-to-day accomplishments of employees with awards between \$25 and \$250.	Carolyn Yeary (703) 697-9631
General Accounting Office (GAO)	Operations Improvement Award and Special Commendation Award - To recognize specific examples of exemplary performance with either a gift or an award of up to \$200.	Richard Erbal (202) 275-2573
Federal Labor Relations Authority (FLRA)	On-the-Spot Award - To recognize special achievements with awards between \$25 and \$100.	Kathleen Caton (202) 382-0740
Department of Labor (DOL)	Instant "Good Job" Award - To recognize noteworthy one-time achievements of short duration and limited scope with awards of \$50, \$100, or \$150.	Mary Pat Poole (202) 523-6525
Environmental Protection Agency (EPA)	On-the-Spot Monetary Award - To recognize outstanding achievements worthy of instant awards of \$50 or \$100.	Bill English (202) 382-3347

Social Security Administration (SSA), Department of Health and Human Services (HHS)	On-the-Spot Award - To recognize one-time, short-term employee contributions with awards from \$50 to \$250.	Bill Keary (301) 965-1338
Defense Nuclear Agency (DNA)	On-the-Spot Award - To recognize employees for noteworthy, commendable efforts of limited scope with awards of \$50, \$75 or \$100.	Joan Scott (703) 325-1106
U.S. Coast Guard	On-the-Spot Cash Award - To recognize exemplary contributions by employees with awards not exceeding \$100.	Penny Kirshner (202) 276-1704
Department of Transportation (DOT)	On-the-Spot Award - To recognize noteworthy contributions with awards between \$25 and \$200.	Zee Grant (202) 366-6393
Department of the Army	On-the-Spot Cash Award - To recognize day-to-day accomplishments of employees with awards between \$25 and \$250.	Bill Fanelli (703) 695-3915
Department of the Treasury	On-the Spot Awards - To recognize noteworthy contributions with cash awards between \$25 and \$250 or non-monetary recognition.	Randolph Kruger (202) 377-9221
Department of Commerce (DOC)	On-the-Spot Awards - To recognize employees who contribute in a special way to getting the job done. The value of an individual award may not exceed \$75. DOC's Bureau of the Census grants merchandise awards.	Michael Osver (202) 377-4861

Department of Interior (DOI)	On-the-Spot Awards - To recognize employees for short-term, commendable efforts with awards between \$50 and \$300. Most DOI Bureaus have spot awards programs.	Ann Meroney (202) 208-5284
Department of the Air Force (Headquarters)	Notable Achievement Award - To recognize noteworthy, short-term employee contributions with awards between \$25 and \$300.	Grace Hurlock (703) 695-9106
Consumer Product Safety Commission (CPSC)	Pride-in-Public Service Award - To recognize the significant achievements of one employee per month with a \$200 award.	Mauna Kammer (301) 492-6660

UNIVERSITY OF FLORIDA



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